



### When is the MML Legislative Conference?

- February 15-16, 2022

### Where is the conference held?

- Capitol Plaza Hotel  
415 West McCarty Street  
Jefferson City, MO 65101

### Who should attend the Conference?

- The Conference is open to all local leaders who want to learn about the important legislative issues that will affect their local community, network with other local government officials and visit with state legislators.

### What is included in a full registration?

- All meals during the conference. This includes Tuesday (Feb. 15) lunch and dinner, as well as breakfast on Wednesday (Feb. 16).

### I want to bring a guest; can I purchase the meals separately?

- A guest registration is \$5 but that DOES NOT include any meals. The meal tickets must be purchased individually.

### When is the last day I can register for the conference?

- Jan. 26, 2022 is the last day to register. All cancellations must be emailed to Lori Noe at [lnoe@mocities.com](mailto:lnoe@mocities.com) by that date or it will be necessary to bill for the entire registration fee.

### What hotel has sleeping rooms blocked for the conference?

- **Capitol Plaza Hotel:** The discounted rate is \$111; the block closes on Jan. 9, 2022.
- **Double Tree by Hilton:** The discounted rate is \$139; the block closes on Feb. 15, 2022.

### How do I get the code for the discounted room rate?

- You must register for the conference first. Then, the hotel information will come in the “thank you” message as well as in the confirmation email. If you don’t get either of these things, email Emily Koenigsfeld at [emilyk@mocities.com](mailto:emilyk@mocities.com).

### If I have a dietary restriction, who do I tell?

- Please contact Emily Koenigsfeld at [emilyk@mocities.com](mailto:emilyk@mocities.com) for any food allergy/restrictions. We will do our best to accommodate all reasonable requests. **This must be done prior to the event.**

### Is the agenda set for the conference?

- There is a tentative agenda posted. All speakers have been invited. Once confirmed, the posted agenda will change to reflect that.

### What is appropriate dress for the conference?

- Day 1: since will be visiting the Capitol, business dress  
Day 2: business casual

### How do I get to the Capitol for the legislator visits on Tuesday, Feb. 15?

- There will be two trolleys that begin pick up at Capitol Plaza Hotel at 1:30 p.m. and take to the Capitol. Trolleys will do constant circulating service to Capitol until 2:30 p.m. and then wait with return trips beginning at 3:30 p.m. with final return trips at 4:30 p.m. Due to construction at the Capitol, MML staff will be there to guide you in the correct doors.
- Both trolleys are handicapped accessible, they have wheelchair lifts.

### Do I need to make an appointment with my legislator(s)?

- Yes, please call ahead to make an appointment with your legislator(s). During this time of the day, they are on the Senate or House floor so if you drop in, it is less likely they will be able to meet with you.
- If you don't know who represents your city in the legislature, visit:  
[https://www.senate.mo.gov/LegisLookup/default.aspx/leg\\_lookup.aspx](https://www.senate.mo.gov/LegisLookup/default.aspx/leg_lookup.aspx).

### Is it important to use this time to go to the Capitol to visit with my legislator(s)?

- MML highly values your commitment to talk with you legislator(s) about municipal issues. The legislators want to hear from their constituents and the people who deal with real issues every day. MML will brief you on the important topics prior to the visits.

### How do I find my legislator(s) office?

- You can find your legislator(s) by using this link:  
[https://www.senate.mo.gov/LegisLookup/default.aspx/leg\\_lookup.aspx](https://www.senate.mo.gov/LegisLookup/default.aspx/leg_lookup.aspx). When you click on each individual, it will take you to a page for that Senator or Representative. There you will find their room number. Please click [HERE](#) for a map of the Capitol building.
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